

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 2 May 1963

FROM : Chief, Budget & Fiscal Branch, AS/OL

SUBJECT: Monthly Activity Report - April 1963

*Items of General Interest**2a 1. FY 1964 FUNDS REQUIREMENTS ABOVE CONGRESSIONAL BUDGET*

1. On 12 April 1963, the Director of Logistics submitted to the Special Planning Assistant to the DD/S a memorandum setting forth FY 1964 Funds Requirements for the Office of Logistics in excess of the Congressional Budget. These additional funds requirements totaled [REDACTED] including [REDACTED] for maintenance and operation of [REDACTED]. This data was requested by the DD/S for use at the Congressional Hearings on the FY 1964 estimates.

25X1A1a

25X1A1a

25X1A6a

b. 2. FY 1965 PRELIMINARY ESTIMATE AND LONG RANGE BUDGET

2. The Preliminary Estimate for FY 1965 and Long Range Budget Projections through FY 1968 for OL were submitted to the Comptroller on 22 April 1963. These estimates reflected the following positions and dollars:

	<u>Positions</u>	<u>Dollars</u> (000)	
FY 1963	[REDACTED]	[REDACTED]	25X1A1a
FY 1964	[REDACTED]	[REDACTED]	25X9A2
FY 1965	[REDACTED]	[REDACTED]	(Congressional Budget)
FY 1966	[REDACTED]	[REDACTED]	
FY 1967	[REDACTED]	[REDACTED]	
FY 1968	[REDACTED]	[REDACTED]	25X1A9a

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25X1A9a

OL/AS/B&F: [REDACTED] (2 May 63)

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2C // Hqs Property Procurement Funds
(Stock Accounts)

During April the 74 1963
Planning figure for Headquarters
Property Procurement Funds
was increased by \$ [REDACTED]
to \$ [REDACTED]. Of this
amount, [REDACTED] had been
allotted through 30 April 1963
against which \$ [REDACTED]
had been committed on official
Agency records, leaving an
uncommitted balance of [REDACTED]

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25X1A9a

VERY GOOD

9
1
5
5
0
0
0
0

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

DATE: 2 May 1963

FROM : Chief, Records & Services Branch

SUBJECT: Monthly Activity Report

PROJECTS AND STUDIES IN PROCESS

25X1A6a

Logistics Records at [REDACTED]

The OTR Records Management Officer, [REDACTED] and the Log Records Management Officer visited [REDACTED] on 30 April to conduct a records survey. Some preliminary steps were taken toward the revision of the Records Control Schedule; however, the time element precluded the completion of the survey in one visit. Arrangements are being worked out to spend two full days at the site during the week of 6 May 1963 to compile all the necessary documentation to prepare a new schedule.

25X1A9a

25X1A6a

25X1A9a

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25X1A9a

OL/AS/R&SB [REDACTED] mel (2 May 63)

ADMINISTRATIVE - INTERNAL USE ONLY

Log Car. Bd

1. The Logistics Career Board held a regular rotation meeting during the month. The selections made at this meeting brought the number of personnel selected for assignment outside OL this spring and summer [REDACTED]

25X1A

2. Preliminary reviews are now being conducted on GS-11 and GS-12 SL designees for promotion to GS-12 and GS-13 respectively.

3. The Board's recommendation for competitive promotions from GS-07 to GS-08 and GS-08 to GS-09 were approved during the month.

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